



**THE CORPORATION OF THE
TOWNSHIP OF MATACHEWAN**

Invitation for submission of

REQUEST FOR QUOTATION No. 2020-02

Repairs to Recreation Hall

QUOTATIONS, on the forms supplied by the Municipality, and clearly marked as to the contents will be received by:

The Corporation of the Township of Matachewan until **4:00 p.m.** local time on **September 10, 2020.**

Quotations will be considered and awarded on or before **September 15, 2020.**

LOWEST OR ANY QUOTATION NOT NECESSARILY ACCEPTED BY THE MUNICIPALITY. THE MUNICIPALITY MAY REFUSE TO AWARD A QUOTE WHERE, IN ITS SOLE DISCRETION, THE CONTRACTOR IS NOT ABLE TO DEMONSTRATE IN TERMS OF EQUIPMENT, PRODUCT, EVIDENCE OF ABILITY, AS WELL AS THAT OF ANY PROPOSED SUBCONTRACTORS, TO PERFORM THE WORK AT ISSUE, IN ACCORDANCE WITH ALL TERMS OF THE CONTRACT.

Late bids will not be accepted

INTRODUCTION

The intent of this RFQ is to conduct a competitive process that will lead to the award of contract to complete repairs to the Matachewan Community Recreation Hall.

Acceptance of any quotation will be by written form of notice.

SCOPE OF WORK

1. The Removal of existing 3' x 2' frame window. Supply and install new window with similar specs as existing.
2. Remove existing shingles.
4. Supply and replace roof with new 29 ga colored steel.

The successful bidder shall supply all labour, tools, equipment, travel and other items necessary to complete the work to the satisfaction of the Municipality.

TOWNSHIP OF MATACHEWAN

INTRODUCTION & BACKGROUND

The Corporation of the Township of Matachewan Community Recreation Hall is located at 283 Moyneur Avenue in the Township of Matachewan.

QUOTATIONS in sealed envelopes, plainly marked as the contents, may be sent to the attention of the CAO/Clerk-Treasurer at:

The Township of Matachewan by hand delivery, courier or mail to:

283 Moyneur Avenue
P.O. Box 177
Matachewan, Ontario
P0K 1M0

All inquiries concerning the quotation prior to closing shall be directed to:

Janet Gore
CAO/Clerk-Treasurer
Township of Matachewan
E-Mail: clerktreasurer@matachewan.ca

QUOTATION PROVISIONS:

Refer to By-law No. 2005-11 Being a By-law to define the procurement policies and procedures for the Corporation of the Township of Matachewan. (copy may be viewed at the Municipal Office during regular business hours).

THE TOWNSHIP OF MATACHEWAN

COMPLETION DATE:

The start date is to be coordinated with the CAO/Clerk-Treasurer and the contract must be completed by **October 30, 2020.**

REPRESENTATIVE:

Upon award of the contract, the successful bidder must provide the name and contact information of the authorized representative for the project that will be the key liaison for the municipality's account throughout the term of the contract.

NOTIFICATION:

Notification of acceptance of the quotation will be by written form of notice to the address of the successful bidder used on the bid forms. The date of acceptance shall be deemed to be the date of receipt of the acceptance notice by the contractor.

A quotation may be voided by superseding it with a later quotation or letter of withdrawal prior to the closing date and time.

EVALUATION:

Quotations will be evaluated on the following criteria:

- Demonstrated related experience.
- Late submissions will not be considered.
- Lowest or any proposal not necessarily accepted by the municipality.
- Acceptance and/or rejection of any proposal will be made according to our procurement policies and based on the recommendations of each council.

CONFLICT OF INTEREST:

Proponents must disclose any perceived conflict of interest or pecuniary interest with the Township of Matachewan in writing.

LIABILITY:

The successful bidder shall indemnify the Municipality, its officers, employees and agents from all claims, demands, actions or other proceedings, initiated by others arising out of or attributable to anything done or omitted to be done by the successful bidder, its officers, employees or agents in connection with the services performed or required to be performed under this contract.

BASIS FOR REJECTION OF QUOTATION:

Quotations not conforming to the following requirements will be disqualified:

DESCRIPTION	MAJOR	MINOR	ACTION
Late bids (by any amount of time)	X		Automatic rejection
Bids completed in pencil	X		Automatic rejection
Unsealed tender envelopes	X		Automatic rejection
Proper response envelope or label not used		X	Acceptable if officially received on time
Pricing or signature pages missing	X		Automatic rejection
Bid received on documents other than those provided in request	X		Not acceptable unless specified otherwise in the request
Part bids (all items not bid)	X or	X	Acceptable unless complete bid has been specified in the request
Bids containing minor clerical errors		X	2 working days to correct initial errors. Municipality reserves the right to waive initialling and accept bid
Uninitialled changes to the request documents which are minor (i.e.; the bidder's address is amended by overwriting but not initialled)		X	2 working days to correct initial errors. Municipality reserves the right to waive initialling and accept bid
Alternate items bid in whole or in part		X	Available for further consideration unless specified otherwise in request
Unit prices in the schedule of prices have been changed but not initialled		X	2 working days to correct initial errors. Municipality reserves the right to waive initialling and accept bid
Other mathematical errors which are not consistent with the unit prices		X	2 working days to initial corrections. Unit prices will govern.
pages requiring completion of information by vendor are missing	X		Automatic rejection
Bid documents which suggest that the bidder has made a major mistake in calculations or bid			Consultation with a Solicitor on a case-by-case basis and referenced within the staff report if applicable

INSURANCE:

The successful bidder shall maintain a policy of motor vehicle liability insurance for both owned and non-owned licensed vehicles having limits of not less than \$2,000,000 per occurrence for bodily injury, death and damage to property.

The successful bidder shall maintain a policy of general liability insurance having limits of not less than \$2,000,000 inclusive per occurrence for bodily injury, death and damage to property.

Prior to the beginning of the contract the successful bidder must provide proof of insurance or certified copy of insurance (Certificate of Insurance or certified copy of policy) to the CAO/Clerk-Treasurer of the Municipality.

REQUIREMENTS:

1. The successful bidder shall deliver a certified copy of the Firm's Public Liability and Property Damage Insurance Policy for the work, within ten (10) calendar days of receiving the acceptance notice.
2. The successful bidder shall deliver proof of Workplace Safety and Insurance Board coverage prior to work commencing in the form of a clearance certificate.

PAYMENT:

Payment terms are NET 30 days of receipt of the completion of work. Invoice shall be addressed to the attention of the CAO/Clerk-Treasurer.



**THE CORPORATION OF THE
TOWNSHIP OF MATACHEWAN**
FORM OF OFFER
QUOTATION PROPOSAL NO. 2020-0

Repairs to Matachewan Community Recreation Hall Township of Matachewan

FORM OF OFFER:

TOTAL COST \$ _____ TAXES EXCLUDED

The bidder expressly warrants that the price contained in this quotation are quoted in the upmost good faith, without collusive arrangement or agreement with any other person or partnership or corporation.

The bidder by this quotation offers to complete this contract in accordance with the terms contained herein.

The bidder by this quotation has carefully examined this quotation form, specifications and special provisions and has inspected the site of the work.

The bidder by this quotation offers to complete this contract in accordance with the terms contained herein for the price indicated below.

This Bid is Submitted this _____ day of _____ 2020 by:

Full Legal Name of Firm: _____

Authorized Signing Officer

Name and Title (PRINT)

Address: _____
Town/City Province Postal Code

E-mail Address: _____ Telephone: _____

Accepted by: _____
Janet Gore – CAO/Clerk-Treasurer Date